

# CODE OF CONDUCT

**PURPOSE** ● The purpose of the Code of Conduct is to provide a shared commitment to the expected conduct that flow from our organization's mission, vision and values and goals. It documents the behaviors that are expected by those connected with Kerry's Place Autism Services.

**SCOPE** ● All authorized Kerry's Place employees, agency employees, students, volunteers including Board Directors, consultants/ contractors, and visiting family/friends of individuals supported at all locations in the organization are subject to this policy.

**ORGANIZATIONAL VALUES** ● Our values are the foundation of our work with the persons we support, their families, our employees, funders, community partners and other stakeholders.

**RESPECT** - We will...

- Conduct ourselves in an honest, professional, courteous and friendly manner
- Treat everyone at Kerry's Place with dignity
- Contribute to a workplace that is free of harassment, violence, reprisal and discrimination
- Recognize and demonstrate respect for diversity.
- Protect confidentiality
- Use and protect our buildings, grounds and equipment with respect

**CHOICE** - We will...

- Support the right of all persons to make informed choices
- Be guided by the needs of those that we support in our decision-making
- Advocate on behalf of adults, children and families
- Maintain appropriate professional boundaries
- Ensure that any involvement to promote our activities by those we support or their families, is voluntary, informed and protects the person's dignity
- Ensure that all persons provide consent to having their image captured via photography or video

**TEAMWORK** - We will...

- Place the broader goals of the team above our own individual aspirations
- Work actively, cooperatively and collaboratively with others and recognize our impact on one another
- Hold ourselves accountable, take responsibility for our words and actions, and follow through on our commitments
- Be accessible to others and share information that others require to conduct their work
- Resolve conflicts directly and in a professional manner
- Practice active listening and seek understanding of other perspectives

**INTEGRITY** - We will...

- Acknowledge, disclose and appropriately address any factual, perceived or potential conflict of interest that may interfere with ethical delivery of service to clients and/or business
- Utilize Kerry's Place IDEAS ethical framework as required
- Accept gift and favours only if they are of nominal value and based on goodwill, rather than on the potential for unfair advantage
- Ensure that equipment and supplies that are provided to us will be used directly for our work at Kerry's Place.
- Adhere to all policies, procedures, practices, all applicable laws and regulations and, if applicable, the collective agreement(s)
- Maintain all information and records honestly and accurately
- Be prompt at work/maintain regular attendance
- Perform employment responsibilities competently
- Ensure appropriate attire/dress in the workplace, including but not limited to proper footwear and any Personal Protective Equipment supplied for safely performing job duties
- Secure and lock files, desks, cabinets and offices
- Be aware of noise levels, and respect the work space of others
- Ensure your work environment is free of hazards
- Demonstrate ethical behaviour

**CONTINUOUS LEARNING** - We will....

- Be open and responsive to new ideas and initiatives and actively participate in the steps necessary for our organization to improve.
- Take personal responsibility for our professional growth and development while actively seeking opportunities to develop new competencies
- Adhere to any established standards of work
- Abide by the code of ethics and professional standards as outlined in Kerry's Place policies and procedures
- Know and follow all pertinent legislation applying to our work and be vigilant to ensure that our practices meet regulatory requirements
- Be guided by best practices
- Work to ensure a healthy and safe environment for all, and comply with our individual responsibilities for health and safety
- Maintain mandatory professional development responsibilities as well as continually seek out and share new information that will help us provide a better service
- Participate and support in organizational quality improvement and accreditation efforts

## **RESPONSIBILITIES**

All Kerry's Place employees, Board Directors and families have a duty to be aware of and comply with the Code of Conduct at all times ensuring a professional and respectful workplace at all times.